



business when bids are this close. Bill Cleary made a motion to accept Heritage Tree Care's bid, seconded by Dave Baczewski. Motion passed: 2-0.

#### **ADDING A PICKUP TO HIGHWAY DEPARTMENT FLEET**

The Highway Department would like to add a pickup truck to their fleet. Currently members of the Road Crew often use their personal vehicles for smaller jobs and getting supplies. John is hoping to use the FEMA funds from the Halloween Storm to buy the truck. The Board would like John to get numbers. They will discuss whether this item should be purchased outside of the budget cycle or included in a future budget cycle.

#### **ACCESS PERMIT**

A resident on Old Stage Road submitted an application to put in a driveway to access his property where he cuts wood. John has signed off on the application. Bill Cleary made a motion to approve the access permit submitted by James Soden, seconded by Dave Baczewski. Motion passed: 2-0.

#### **CONSERVATION COMMISSION RESIGNATION**

Dale Rogers submitted his formal resignation from the Conservation Commission. He has served for a long time and will still stay involved with the Commission when he is able to do so. Dave thanked Dale for his years of service. Dave Baczewski made a motion to accept Dale's resignation, seconded by Bill Cleary. Motion passed: 2-0.

#### **ARPA COMMITTEE UPDATE**

Dave provided an update on the ARPA Committee. The Town received just over \$632,000 in ARPA Funds. The Committee received Phase I applications totaling \$732,700 (low end) to \$873,750 (high end). Phase I was just about "can we spend" whereas Phase II will have greater detail, and the discussion will be "should we spend." The Committee approved moving all Phase I applications to Phase II, which are due September 30. The Phase II discussions are expected to take more time. The Committee will forward applications to the Selectboard after the Phase II process. Dave suggested that Special Selectboard Meetings be held to discuss up to two or three applications at a time rather than include them on regular meeting agendas.

#### **DISCUSS BUDGETING PROCESS FOR DONATION REQUESTS AND MISCELLANEOUS ITEMS FOR FY'24**

Dave would like to set up a process regarding donation requests for inclusion in the Town budget. He feels that the donations section sits a bit off because it seems so separate from the nuts and bolts of operating the Town. Some of the organizations the Town donates to seem stale or because we have done it every year, we continue to do it. Dave wants more scrutiny and possibly put them as an item on the ballot because he feels we do not have the public participation we would like regarding public opinion on the donation items. Organizations will be invited to meet with the Selectboard during the budget process to present their request.

#### **GRANT AWARDED FOR FIRE/SECURITY ALARM SYSTEM AT LIBRARY**

The Library Trustees submitted a grant application to VLCT (Vermont League of Cities & Towns) for a fire and security system at the Library. The grant was approved and is fully funded. The system may decrease insurance premiums slightly.

**CORRESPONDENCE**

Dave had been corresponding regarding ARPA.

**COMMUNICATION**

The Board had communicated with town entities about the upcoming budget cycle.

**REVIEW GENERAL FUND AND HIGHWAY FY'23 BUDGET STATUS REPORTS**

Greg discussed the General Fund and Highway Budget status reports.

**FY'22 AUDIT TIMELINE**

Fothergill, Segale & Valley submitted the Engagement Letter for the FY'22 audit for approval by the Board. They will be onsite mid-October to review the financials. Fothergill, Segale & Valley have advised that they will not be able to audit FY'23 which means a new firm will need to be found. A Request for Proposals has been drafted and will be sent out. Bill Cleary made a motion to approve the Fothergill Segale & Valley engagement letter for the FY'22 audit, seconded by Dave Baczewski. Motion passed: 2-0.

**ACCOUNTS PAYABLE & PAYROLL WARRANTS**

The Board reviewed and signed the accounts payable and payroll warrants.

**ADJOURN**

The meeting adjourned at 7:38 p.m.

Respectfully Submitted,

Lee McClenny, Chair  
Selectboard

Callie Hamdy  
Minute Clerk

**GUEST LIST**

Louise Jensen  
Sheila Franz  
Dave Lavallee  
Ben Bornstein  
Barb Peck  
Katie Anderson  
Ira Allen  
Kim Guidry

**TOWN OF WESTFORD HIGHWAY DEPT.**  
**ROAD SCHEDULE**  
**July 15, 2022 – August 11, 2022**

Work to be done

- Grade roads when weather permits
- Continue adding gravel on Old Stage Road
- Replace a few culverts
- Continue hauling winter sand

Work completed

- Graded and repaired many sections of roads
- Repaired ABS sensor and had an inspection done on the 2017 Western Star
- Had an alignment done on the 2020 International.
- Finished ditching on Old Stage Road (adding gravel)
- Repaired/replaced several signs
- Hauled in Staymat for Old Stage Road project

Approved at the 8/11/22 Selectboard Meeting.